

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

M E M O R A N D U M

TO: Summer Food Service Program (SFSP) Sponsors
FROM: Maureen B. Staggenborg, Director, Child Nutrition Programs
DATE: January 24, 2005
SUBJECT: **Operational Memorandum #02-05 - SFSP**
1. Income Eligibility Applications
2. Income Guidelines
3. Parent Letter
4. Documenting Eligibility of Closed Enrolled Sites and
Camps in SFSP

1. Residential camps and sponsors with enrolled program sites (not located in low income areas) will be revising and printing income eligibility applications for the 2005 program. An original, sample Income Eligibility Application is enclosed, to be used to make copies for the program. It can be copied back to back. Due to the small print, this original should be retained to make future copies to ensure a readable form. It must be noted that the sample enclosed has not been revised. The 2004 version may still be utilized.
2. The Income Guidelines effective July 1, 2004 to June 30, 2005 are enclosed. These are for use by sponsors only to determine income eligibility categories and are not distributed to parents or households. New guidelines will be forwarded upon receipt from the U.S. Department of Agriculture. **Note: Eligibility determinations made prior to July 1, 2005 must be made using the guidelines in effect at the time the eligibility determination is made.**
3. A sample Letter to Parents containing the 2004-2005 income guidelines for reduced price meals is enclosed. The letter must be distributed to parents/households with the income eligibility application. The two-page format provided allows the letter to be used from year to year with only the reduced income guidelines updated annually. Please note that the enclosed letter has not been revised. The 2004 versions may be used with the addition of the revised income guidelines.
4. Sponsors may document an enrolled site (not located in a low-income area) or camp site's eligibility by:
 - a. obtaining lists of names and eligibility status of enrolled children for free and reduced price meals from schools where the children receive school lunch or breakfast; or
 - b. collecting completed income eligibility applications from the parent/guardian of each enrolled child.

Note: The law permits all sponsors to use school-based eligibility information to document eligibility as noted above. The local School Food Authority (SFA) may be unaware of this change and that parental consent forms are not required in order to provide this information to SFSP sponsors. The SFA is not required to provide this information; however, if sponsors have questions, contact the Child Nutrition Unit.

The income eligibility application, income guidelines, and sample parent letter are available for download from the SFSP website. The SFSP website can be accessed at the following location:
<http://www.state.ct.us/sde/deps/nutrition/SFSP/index.htm>

If there are questions, please contact Maureen Staggenborg at 860-807-2070 or Susan Bohuslaw at 860-807-2073.

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Enclosures:

1. Income Eligibility Application
2. Income Guidelines
3. Sample Parent Letter